

# Volunteer Opportunity

LOCATION OF POSITION	LOUISVILLE PUBLIC LIBRARY
POSITION TITLE	HOMEWORK CENTER AIDE
SUPERVISOR	TEEN SERVICES COORDINATOR
<b>Job Responsibilities:</b>	<ul style="list-style-type: none"> <li>▪ Help guide students in completion of homework assignments and ensure that Homework Center and Library policies are followed</li> </ul>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>▪ Desire to work with middle- and high-school students</li> <li>▪ Effective oral and written communication skills; ability to communicate with teens and adults</li> <li>▪ Knowledge of basic math, reading, science, and grammar skills; higher level of skills helpful</li> <li>▪ Training or experience as a teacher, tutor, parent or youth volunteer helpful</li> </ul>
<b>Job Summary:</b>	<ul style="list-style-type: none"> <li>▪ Help students interpret assignments; if requested by a student, review completed assignment(s)</li> <li>▪ Talk with students about an approach or method to solve problems related to assignments</li> <li>▪ Refer students to appropriate reference materials or a Reference Librarian</li> <li>▪ Report any problems to the Supervisor</li> <li>▪ Other duties as assigned to provide Homework Center assistance</li> </ul>
<b>Material &amp; Equipment Used:</b>	<ul style="list-style-type: none"> <li>▪ Internet computers and Microsoft Office applications</li> <li>▪ Library reference materials</li> </ul>
<b>Work Environment &amp; Physical Activities:</b>	<ul style="list-style-type: none"> <li>▪ Comfortable desk and computer workstation in the well-lit and spacious Homework Center</li> <li>▪ Ability to sit for up to two hours and use a computer</li> </ul>
<b>Training Provided:</b>	<ul style="list-style-type: none"> <li>▪ Work with a staff member for approximately two hours</li> <li>▪ Informational handouts and written policies</li> </ul>
<b>Minimum Time Commitment:</b>	<ul style="list-style-type: none"> <li>▪ Two hours, one day per week</li> </ul>
<b>Benefits:</b>	<ul style="list-style-type: none"> <li>▪ Being part of a team at one of the top libraries in Colorado</li> <li>▪ Annual volunteer luncheon or other recognition</li> </ul>

If you are interested, please complete a [City of Louisville Volunteer Application](#). These are available at information desks in the Library and on the Web site. You may return it to the Library in person, by mail, fax, or scan/email. Once your application is received, the supervisor will contact you to discuss the position and your qualifications and availability.